

US ARMY CORPS OF ENGINEERS FINANCE CENTER

Travel Payment Division



Instructions for Completing RITA claims

You need only file the front page of the DD Form 1351-2 for your RITA claim. On the 'August 2006' version of this form, complete blocks # 1 thru # 8 and block # 11; enter "RITA 2006" (or the appropriate tax year) in block 18.b. You do not need to enter any amounts – we calculate the amount and send you a copy of the computation to the address you give us on this DD Form 1351-2.

Be sure to sign and date DD Form 1351-2 in blocks 20.a. & 20.b.

Your supervisor signs blocks 20.c. and 20.d. only if your supervisor is different from your Travel Approving Official (TAO). If your supervisor is also your TAO, then this person only needs to sign and date blocks 21.a & 21.b. and write 'same as TAO' in blocks 20.c. and 20.d.

Attach the following to the completed DD Form 1351-2:

1. the completed RITA Certification Form, and
2. one (1) copy of **ALL** Form W-2s for you and your spouse, and
3. one (1) copy of **ALL** Form 1099s for military retirement for you and your spouse (if applicable), and
4. one (1) copy of the Schedule SE from your federal income tax return for self-employment income (if applicable).

Make a copy of your claim for your records. Mail the originals of your RITA claim to:

USACE Finance Center
ATTN CEFC FT RITA Claim
5722 Integrity Drive
Millington TN 38054 - 5005

The point of contact (POC) for this information is Vera N. Dockery, USACE Finance Center, Travel Division, telephone number (901) 874 – 8424, DSN 882 - 8424, FAX (901) 874 – 8570, E-Mail address: Vera.N.Dockery@fc02.usace.army.mil.